

Step 1. Application submission

- Applicants fill out the online application and pay the non-refundable application fee online via a secure payment server.
- The online portion of the application is submitted when the applicant clicks on the "Final Submission" page, and successfully pays the application fee online. If this is successful, it will say "Application Submitted."
- Applicant will be given instructions for logging back into the application site to check on the progress of their application, including checking on whether required parts of the application (transcript, references, etc.) have been received.
- As soon as (BUT NOT BEFORE) the online application is successfully submitted, the referees that the applicant listed on the application form are automatically contacted via email and given full details about how to submit their letter of reference using our secure online reference form.
- Transcripts can be uploaded to the online application by the applicant as PDF files.
- Applicants are to upload official transcripts plus transcript legends for all previous studies. If a transcript cannot be uploaded, a hard copy up to date official transcript is required before the application can be considered complete.

Step 3. Admissions Committee review

- The Admissions Committee will either "Refuse" or "Approve" the application, and notifies the student.
- For approved applications, if the School of Graduate Studies (SGS) agrees with the departments recommendation to offer admission, SGS enters the "University Decision" using the online decision sheet.
- A letter outlining our offer of either "conditional" or "final" admission is generated by the online application system for each applicant offered admission.
- The applicant receives an email directing them to the online application system to review a letter from SGS.

Step 4. Review of online letter – accept/decline

- If the offer of admission was conditional, the applicant is responsible for ensuring that SGS receives proof that the condition has been met.
- Once met, SGS updates the online system to denote that the offer of admission is now final. The online application system generates a letter of final acceptance and the applicant receives an email directing them to the online application system to review a letter from SGS.
- If the offer is unconditional (or final), the online application system generates a letter of final acceptance. The applicant receives an email directing them to the online application system to review a letter from SGS. SGS also sends a hard copy version of this final letter.

Step 2. Documents Received Status

Once all other additional required documents (transcripts, references, test scores if applicable) are received, the application state will be updated to "Documents Received". Only when the application state is "Documents Received" can the departments/programs access the online decision sheet for that application.